

## **INSTRUCTIONS FOR LOW RISK SERVICE CONTRACTOR ENVIRONMENT, SAFETY AND HEALTH REQUIREMENTS**

These instructions provide an overview of the Laboratory's Environment, Safety and Health (ES&H) expectations for low risk service contractors. The Laboratory's expectations include a set of requirements which assures that contractors have a complete and integrated ES&H program and that their program be aggressively implemented. The Laboratory requirements are detailed in the Article entitled "Environment, Safety and Health", of the proposed contract.

### **I. Submittals**

If required by the proposed contract, the Contractor must submit and have approved a Job Safety Analysis (JSA) prior to the start of work. The JSA is a detailed analysis of the steps taken to complete each task of the job, a detailed analysis of the hazards of each of those tasks and the mitigation actions that will be taken to eliminate or minimize the exposure to those hazards. Further information on preparation of a JSA is available from the National Safety Council and other professional safety organizations. Attachment 1, Low Risk Job Safety Analysis, ESH-209L (9/99), is a form that can be used to document the JSA.

### **II. Safety Orientations**

Before any Contractor employee is allowed to start work at the Laboratory, the Contractor representative must meet with the ANL technical representative to review and approve the JSA (if required). All contractor employees must read and sign the JSA and for work in some Laboratory buildings, attend a brief building orientation prior to starting work.

### **III. Job Site Postings**

Items that must be available at the job site include the JSA, MSDS sheets, emergency phone numbers, workers compensation notice, all permits and all approved hazard specific plans.

### **IV. Tool Inspection**

Upon arrival and at any time during the job, the Laboratory may inspect contractor tools for compliance with OSHA, ANL, and other applicable requirements and industry standards. Unsatisfactory tools must be tagged out of service and removed from the ANL site at the end of the work shift.

### **V. Laboratory Site Rules and Safety Requirements**

The Laboratory enforces a series of site rules and requirements. Not unlike other large sites, the Laboratory specifies unacceptable contractor employee acts or conduct, and provides a listing of site safety requirements addressing areas of frequent violation and/or serious hazard potential.

### **VI. Reportable Emergency Events**

The contractor must immediately report all accidents and unauthorized releases to the environment. Follow-up actions such as written reporting of the incident along with corrective action is mandatory.

The Laboratory has a well established contractor safety program. Our goal is for work at the Laboratory to be free of incidents that threaten the environment, the safety and health of contractor and Laboratory employees and the public, and the safety of personal, contractor or Laboratory property.

## Low Risk Job Safety Analysis

This form is to be completed by the service contractor and submitted to the Technical Representative for approval before work begins.

Job Title: _____	Building Area: _____
Contractor: _____	Contract Number: _____
Foreman: _____	Phone No.: _____ Pgr: _____

ANL Technical Representative: _____
Phone No.: _____ Pgr: _____
ES&H Coordinator: _____
Phone No.: _____ Pgr: _____

<input type="checkbox"/> Approved <input type="checkbox"/> Approved as noted <input type="checkbox"/> Not approved - Resubmit
ANL Technical Representative: _____
(Signature)
Date: _____

Task/Activity	Safety Hazard(s)	Precaution taken to eliminate safety hazards

### Signature Sheet

In your orientation to your employees, you must address the following:

- C Emphasize compliance with OSHA (29 CFR) 1910/1926
- C Review safety hazards and associated precautions identified in the special conditions of the job specifications and on this form.

**Workers performing the job are to sign below.**

ES&H information relative to this job has been reviewed with me by my company prior to starting work.

Name (print clearly)	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Contractor will provide a copy of this sheet to the ANL Technical Representative with initial signature and all signatures of any workers subsequently assigned to this job.